22 August 1969

MEMORANDUM FOR: Chief, MSD

SUBJECT   :   Proposed Training Course

1.   The proposal contained herein is prompted by:

    a.   Requests from SSS Systems Analyst for training that they feel is necessary to accomplish productive analysis leading to implementation of ADP applications.

    b.   A need for acquainting mid-managers and user technicians with (generally) what is involved in structuring an ADP application.

2.   The SSS personnel assigned to the Human Resources Systems have all voiced an opinion that "they need programmer training", and that they feel that ADEPT is the answer. They also feel that they can't communicate with OCS programmers. Consequently, they feel that they are not progressing satisfactorily.

3.   Mid-managers find it increasingly difficult to understand proposals, problems, etc. as surfaced because of a lack of general understanding of terms, references to hardware, etc.

4.   Personally, I believe that there is a necessity for advancing the education of both the SSS personnel and the mid-managers. But I do not feel that ADEPT is the answer. I feel that another type of training course is needed that "walks" an individual through several phases of ADP (and related) training so that a general familiarity is gained.

5.   The training that I am proposing is, first of all, not concentrated – is not an 8 hour a day thing. The reason is that if the course is structured to include mid-managers there is a better possibility that more can attend if a course
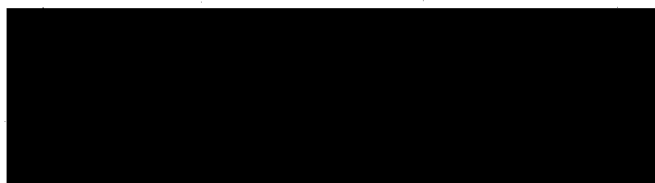
set up for one hour a day over a several week span. This would also not disrupt the on-going SIPS effort to any great degree.

6. The structure of the course should include:

o Compilation into a single manual of data processing (and related) terms with a clear definition of each term easily understood by the layman. Also included would be class discussion - with suitable exhibits where necessary - of the terms.

o Tour of the keypunch activity with emphasis on the role that data preparation plays in ADP.

o Tour of the EAM installation with sufficient time given to the explanation of each piece of equipment.

o Introduction to computer hardware, including examples of why and how tape is used; why there is a difference between the use of tape and disk; and why there is a difference between disk and data cell.

o Tour of the second generation equipment and a sufficient explanation of why and how emulation is used.

o Tour of third generation equipment concentrating on single-application batch mode processes.

o Tour of third generation equipment with emphasis on why and how MVT is used.

o Tour of CP-67 with hands-on use of terminals.

o Forms design including OCR use.

o Practice COBOL problems - PI oriented, but all working on the same problem.

o Assembly of the COBOL problem, linking to JCL, and production result.

o Operating Systems - why, how used, and why they
  are different.

o Introduction to PL1 as showing the use of a
  higher level language.

o Review and simple test.

7. As you can see the arrangement of the course is intended
to build familiarity from the ground up. I believe that if
enough thought is given to the "intention," a course could be
structured that would ultimately lead to a fair knowledge of
ADP by a higher percentage of Agency personnel.

                                        Deputy Chief
                              Management Support Division

STATINTL